



WISCONSIN DEPARTMENT OF
ADMINISTRATION

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Division of Energy, Housing and
Community Resources
P.O. Box 7970
Madison, WI 53707-7970

CONSOLIDATED PLAN – AGENCY PROJECT CERTIFICATION FACT SHEET

Federal regulations require that you certify that your housing project is consistent with a Consolidated Plan to qualify for funding under the following HUD programs:

HOME Safe Havens for Homeless CDBG HOPE Individuals Mod Rehab/SRO
Housing Opportunities for Shelter Plus Care Supported Housing
Persons with AIDS Section 202 (Elderly) Revitalization of Severely
Low Income Housing Section 811 (Handicapped) Distressed Public Housing
Preservation Emergency Shelter Grants Units

You should obtain certification from the most local Consolidated Plan. In addition to the State of Wisconsin, the following entitlement communities also have a local Consolidated Plan. Obtain the required consistency certification from these communities when the project you are planning is located there:

Appleton	Janesville	Neenah	Waukesha
Beloit	Kenosha	Oshkosh	Waukesha/Ozaukee/Washington/
Dane County	La Crosse	Racine	Jefferson County Consortium
Eau Claire	Madison	Rock County	Wausau
Fond du Lac	Milwaukee	Sheboygan	Wauwatosa
Green Bay	Milwaukee Co.	Superior	West Allis

If you are planning a project in a community other than those listed above, you need a certification of consistency from the State. Details on the State (Department of Administration-Division of Energy, Housing and Community Resources) Consolidated Plan certification process are on the back of this Fact Sheet. Please note that agencies applying directly to the Division of Energy, Housing and Community Resources for state or federal funds do not have to obtain a separate consistency certification – it is considered as part of the application review and funding process.

STATEMENT OF INTENT: It is the State's intention to consider all certification requests as promptly as possible. It is the further intent of the State to act on a presumption that a public housing agency's plan is consistent, unless factors within the documents submitted indicate otherwise.

**DEPARTMENT OF ADMINISTRATION
CONSOLIDATED PLAN
CERTIFICATION PROCESS**

1. The local sponsor submits a description of the proposed project to -
CONSOLIDATED PLAN CERTIFICATION
DEPARTMENT OF ADMINISTRATION
DIVISION OF ENERGY, HOUSING AND COMMUNITY RESOURCES
P.O. BOX 7970
MADISON WI 53707-7970
2. The Division reviews the proposed project and makes a determination of consistency with the State of Wisconsin Consolidated Plan.
3. If the proposed project is determined to be consistent with the state plan, the Division issues a Certification Letter and mails it within two weeks of receipt.
4. If the Division finds that the project is inconsistent with the Consolidated Plan, the local sponsor will be contacted immediately, and the Division will send a letter detailing the reasons for the decision.
5. If the project is found to be inconsistent, a local sponsor may:
 - A. Amend the project proposal to make it consistent with the State of Wisconsin Consolidated Plan.
6. The housing agency may appeal the determination of inconsistency, according to the following process:
 - a. The local sponsor may request an appeal hearing within 10 business days of being notified of denial.
 - b. If an appeal hearing is requested, it will be scheduled at the Division of Energy, Housing & Community Resources within 10 working days of receipt of the request.
 - c. The local sponsor will be afforded an opportunity to present its case, followed by the Division staff reviewer explaining their denial.
 - d. Decisions, at this point, are final and not appealable.

For more information, contact:
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